**Project Worker**

**Person Specification**

**Essential**

* Minimum 2 years’ experience of working with vulnerable people or disadvantaged groups
* At least one year of experience in three out of the following four areas of work:
  + managing volunteers
  + working with homeless people
  + community engagement
  + employment support for vulnerable people
* Experience of working with culturally diverse communities
* Experience of writing case studies, interviewing and measuring impact on service users
* Experience of managing and prioritising own workload
* Experience of event organisation and applying for small grants
* An understanding of issues and employment barriers affecting the Harehills community or the wider Leeds area
* Willingness to work outside office hours to meet the needs of the community (time off in lieu will be given)
* A non-judgemental attitude and a commitment to working with vulnerable people and those from disadvantaged groups
* A positive attitude towards mental health and a commitment to building on people’s strengths
* Ability to keep detailed records and produce clear and concise written reports on complex issues
* Ability and willingness to work as part of a team and to support colleagues in delivering a seamless customer service
* Ability to use computer software including Word, Excel and the internet.
* Excellent verbal and written communication skills
* Excellent time management and organisational skills
* A commitment to Equal Opportunities and a willingness to challenge discriminatory behaviour
* A commitment to Canopy’s self-help principles
* Satisfactory DBS check

**Desirable**

* Experience of teaching skills to people
* Experience using social media in a work setting
* Experience of working in a community-led organisation
* Language skills appropriate to the Harehills/wider Leeds area (eg Roma, Slavic, South Asian)

August 2019

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